

Life Insurance Cancellation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Life Insurance Company Name]

[Attn: Customer Service]

[Address]

[City, State, ZIP Code]

Subject: Cancellation of Life Insurance Policy – Policy Number [Your Policy Number]

Dear [Insurance Company Name] Customer Service,

I am writing this letter to formally request the cancellation of my life insurance policy with the policy number [Your Policy Number]. After careful consideration of my financial situation and insurance needs, I have decided that it is in my best interest to terminate the policy effective [Cancellation Date].

Please find below the details of my policy for your reference:

- Policyholder Name: [Your Full Name]
- Policy Number: [Your Policy Number]
- Policy Effective Date: [Policy Effective Date]
- Premium Amount: [Monthly/Annual Premium Amount]
- Mode of Payment: [Payment Method, e.g., Automatic Bank Withdrawal]

I kindly request you to process the cancellation and provide me with the necessary paperwork and confirmation of the cancellation. Additionally, I understand that there may be some procedures or forms required from my end to complete the cancellation process. Please let me know if there are

any specific forms I need to fill out or any other information you require from me.

I appreciate the services provided by [Insurance Company Name] during the duration of my policy.

Please ensure that any remaining premiums owed are prorated and adjusted accordingly. I also request a refund of any applicable premiums that may have been paid in advance beyond the cancellation date.

You can reach me at [Your Phone Number] or [Your Email Address] to discuss any further details or requirements for processing the cancellation.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the cancellation and any further instructions from your team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Enclosures: Any required forms, supporting documents, or communication related to the cancellation process]